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ABSTRACT

This handbook presents the minimum qualifications required for full- and part-time faculty and academic support personnel at Illinois Valley Community College (IVCC). Section A presents board of trustee policies regarding: (1) hiring of professional staff; (2) hiring of full-time faculty; (3) hiring of full-time academic support personnel; (4) establishing competencies for full-time faculty and instructional support personnel; (5) decision not to rehire non-tenured full-time faculty and instructional support personnel; and (6) reduction in force of full-time faculty and instructional support personnel. Section B defines terminology such as "qualified," "competent," and "competencies." Section C discusses ways qualifications are established. Sections D through G describe minimum qualifications to teach various subject areas in the humanities and fine arts; business and engineering; life and physical sciences; and social sciences and public service divisions. Section H describes minimum qualifications for academic support personnel such as counselors, assistants to instruction, and librarians. The final section outlines the minimum qualifications necessary to teach automotive engine repair; small engine repair; food service preparation; and commercial custodian programs at the Sheridan Correctional Center. (KP)

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QUALIFICATIONS HANDBOOK FOR FACULTY AND ACADEMIC SUPPORT PERSONNEL

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Fifth Edition

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Illinois Valley COMMUNITY COLLEGE

The Minimum Qualifications Handbook at Illinois Valley Community College

October, 1994

Illinois Valley Community College, complying with the Community Colleges--Faculty Tenure Law (Senate Bill 147) which went into effect on January 1, 1980, has developed a Qualifications Handbook. This is a guide to describe the college's minimum requirements for full-time and part-time faculty and academic support positions.

The college administration and full-time faculty worked out the intricate details and agreements described in this document. It is basically in the same form as the first edition with updating occurring every three or four years. Such updates include listing of new courses developed and/or deleted within each of the five academic divisions.

This is the fifth edition of the handbook and reflects all changes in curriculum through September, 1994.

Hans A. Andrews
Dean of Instruction

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Board of Trustees Policies
(Adopted February 18, 1981)

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Policy - Hiring of Professional Staff

The Board of Trustees will hire a professional staff, educated and prepared in accordance with generally accepted standards and practices for teaching, supervision and administration in the discipline and subject fields to which they are assigned. These included collegiate study and/or professional experience. As a general rule, graduate work to the Master's Degree or beyond in the subjects or fields taught is expected except in such subjects and fields in which college programs are not normally available or in which the work experience and related training is the principal teaching medium.

Full-time college personnel necessary to fulfill the mission of the college shall be analyzed by college administrators in various divisions of the college. Recommendations are to be made to the President of the college.

Full-time administrative, faculty, and instructional support positions will be recommended by the President and approved by the Board of Trustees.

Board of Trustee Policy
Adopted: February 18, 1981

Policy - Hiring of Faculty: Full-Time

Full-time members will be recommended for hire by the college president to the Board of Trustees. Recommendation for full-time faculty will be made by the Dean of Instruction to the President. The need for full-time faculty will be determined by the Dean of Instruction in consultation with the Division Chairpersons and the Associate Dean of Instruction and Career Education.

The following positions are considered by the Board of Trustees as full-time faculty positions at Illinois Valley Community College:

A. IVCC identifies full-time teaching personnel as normally teaching a thirty-hour (30) load* between the two semesters in an academic year. Full-time teaching positions at IVCC are located in the four divisions of: (1) Business and Engineering, (2) Humanities and Fine Arts, (3) Life and Physical Sciences, and (4) Social Science and Public Services.

B. Full-time teaching personnel may be assigned to the campus, Sheridan Correctional Center, off-campus teaching sites, or a combination of the above.

C. Full-time teaching personnel may occasionally be employed through the office of Community Services on special grant programs to serve a special clientele in a special program.

Therefore, faculty positions are to be evaluated for tenure by the procedures outlined in the current faculty handbook.

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* Sheridan teaching personnel loads differ due to length of year, correctional institutional policies, and the special needs of the residents.

Board of Trustee Policy
Adopted: February 18, 1981

Policy - Hiring of Academic Support Personnel: Full-Time

Full-time academic support personnel will be recommended for hire by the college President to the Board of Trustees. The Dean of Instruction or Dean of Student Development will make appropriate recommendations to the President.

The need for full-time academic support personnel will be determined by the Dean of Instruction or the Dean of Student Development in consultation with the Division Chairpersons, Director of Learning Resources, Associate Dean of Instruction and Career Education, and/or other appropriate college administrators.

The following positions are considered by the Board of Trustees as full-time instructional support positions of the college:

A. Full-time academic support personnel at IVCC are identified as following:

1. Counselors - Counseling (personal, social, and vocational), academic advising, interest testing and other services for helping individuals develop to the limits of their capacities.

2. Assistants to Instruction - These are normally full-time personnel in laboratory classes who lend direct support to students learning and support to faculty in preparing supplies, equipment, furniture, etc. The college has defined these positions as needing a Bachelor's Degree in the related subject area and these persons are limited to the Master's Degree pay scale in these positions.

3. Librarians - Full-time library personnel provide necessary back-up support for teaching personnel by (1) procuring supplementary materials for instructional programs; (2) instructing faculty and students (classes and individuals) on proper use of the library facility; and (3) providing supplementary research materials for faculty members for use in the classroom.

B. Full-time academic support personnel may be assigned to the campus, Sheridan Correctional Center, off-campus teaching sites, or a combination of the above.

C. Full-time academic support personnel may occasionally be employed through the Office of Community Services on special grant programs to serve a special clientele in a special program.

The above academic support personnel are to be evaluated for tenure by procedures similar to those outlined for teaching faculty in the current faculty handbook. The Board recognizes the need to modify such procedures for non-teaching positions.

Board of Trustee Policy
Adopted: February 18, 1981

Policy - Establishing Competencies of Full-Time Faculty and Instructional Support Personnel

The administration will establish and maintain a listing of competencies for each full-time faculty and instructional support personnel.

Faculty and instructional support personnel with competencies in areas of the college other than the position they are working in may have such competencies considered during such time as it has been determined by the Board of Trustees that the college, a division, or a specific program area will need to be reduced due to low enrollments.

The establishment of competencies outside of persons' present position will only affect such personnel in their academic year assignments, overloads, and summer sessions at such time as staff reduction(s) may affect their present status as a full-time employee.

Board of Trustee Policy
Adopted: February 18, 1981

Policy - Decision Not To Rehire Non-Tenured, Full-Time and Instructional Support Personnel

A decision to not rehire (dismiss) a non-tenured faculty member for the ensuing school year or term will be made by the Board of Trustees. The decision will be made after reviewing the President's recommendation, following an evaluation of the performance and qualifications of such non-tenured faculty members. Evaluation procedures to be followed are outlined in the college's Faculty Handbook.

The Board of Trustees will keep the specific reasons for dismissal confidential. They will, however, be issued to the teacher upon request by the teacher.

Full-time, non-tenured faculty and instructional support personnel who will not be rehired for the next school year or term are to be notified of such a decision no less than sixty (60) days before the end of the school year or term.

Board of Trustee Policy
Adopted: February 18, 1981

Policy - Reduction of Full-Time Faculty and Instructional Support Personnel

Reduction in force will follow the Community College Tenure Act and provisions in the current agreement between the Board of Trustees of Community College District No. 513 and American Federation of Teachers Local 1810.

Board of Trustee Policy
Adopted: February 18, 1981

Section "B"
Definitions

The following terms are interpreted from Section 38-1 of Senate Bill 147 as follows:

		INTERPRETATION AT I.V.C.C.
1)	"District"	Community College District 513 Illinois Valley Community College
2)	"Board"	Board of Trustees for Community College District 513
3)	"Faculty Member"	(See Board Policy: "Hiring of Faculty: Full-Time" for definition; Section "A")
4)	"Academic Support Service"	(See Board Policy: "Hiring of Academic Support Personnel: Full-time; Section "A")
5)	"School Year"	Regular Academic Year / Example: 1994-1995 (August 15 - May 12)
6)	"Term"	Fall Semester / Example: 1994-1995 (August 25 - December 19) Spring Semester / Example: 1994-1995 (January 4 - May 12)
7)	"Notice"	A written notice delivered in person or deposited in the U.S. mail by certified or registered mail, postage prepaid, addressed to the faculty member's last known address.

Terminology

Qualified, Competent, Competencies

QUALIFIED - The term used to designate the minimum preparation level necessary for teaching or academic support employees to be hired for a specific area of instruction or an academic support position at I.V.C.C.

COMPETENT - The term used to refer to a teaching or academic support employee who has both the minimum preparation level and who has successfully undergone the tenure eveluation system at I.V.C.C. and/or has successfully prepared for and taught individual courses for I.V.C.C.

COMPETENCIES - the term used to spell out exact areas of competence of a faculty member or academic support employee at I.V.C.C.

Section "C"
Establishing Qualifications

Efforts have been made to establish qualification levels for all disciplines taught at I.V.C.C. The search for "fairness" and "consistency" in qualification levels was guided by the Illinois Community College Board (I.C.C.B.) policy on "Instruction and Teaching":*

> Preparation of Professional Staff. Professional staff shall be educated and prepared in accordance with generally accepted standards and practices for teaching, supervising, counseling and administering the curriculum or supporting system to which they are assigned. Such preparation may include collegiate study and professional experience. Graduate work through the master's degree in the assigned field or area of responsibility is expected, except in such areas in which the work experience and related training is the principal learning medium.

The college recognizes that the labor market may cause it to deviate from this policy when it seeks to fill positions and/or limited personnel having the preferred minimum qualifications are available.

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*I.C.C.B. Policies, Pg. 14, 1985 Manual, Policy 1501.303 (f)

SECTION "D"

MINIMUM QUALIFICATIONS

TO TEACH VARIOUS SUBJECT AREAS

IN

HUMANITIES AND FINE ARTS DIVISION

AT

I.V.C.C.

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Division of Humanities and Fine Arts

TRANSFER COURSES

THE MAJORITY OF THE COURSES TAUGHT IN THIS DIVISION ARE GENERAL EDUCATION AND TRANSFER ARTICULATED COURSES. THEREFORE, THE ADMINISTRATION AND FACULTY AGREE THAT THE MASTERS DEGREE IS THE DESIRED MINIMUM QUALIFICATION NEEDED IN THE VARIOUS DISCIPLINES TAUGHT IN THIS DIVISION.

OCCUPATIONAL PROGRAMS

THERE ARE NO OCCUPATIONAL PROGRAMS IN THIS DIVISION AT THE PRESENT TIME.

SUCCESSFUL TEACHING EXPERIENCE

SUCCESSFUL TEACHING EXPERIENCE IS PREFERRED FOR PERSONS IN ALL OF THE TEACHING DISCIPLINES IN THIS DIVISION.

Minimum Qualifications to Teach Various Subject Areas in Humanities & Fine Arts Division

ART (Transfer) - Masters degree in art or a Master of Fine Arts.

ENGLISH (Developmental, Transfer and Non-Transfer) - Masters degree in literature, composition, rhetoric, or technical writing, or Masters degree in a related field plus 15 graduate hours in English and a bachelors degree with English as a major.

FOREIGN LANGUAGE (Transfer) - Masters degree in the language.

JOURNALISM (Transfer) - Masters degree in journalism or a bachelors degree in journalism plus experience in the field.

LITERATURE (Transfer and Non-Transfer) - Masters degree in English or a masters degree in a related field plus 15 graduate hours in English and a bachelors degree with English as a major.

MUSIC (Transfer and Non-Transfer) - Masters degree or a master of performance degree in music.

PHILOSOPHY (Transfer) - Masters degree in philosophy, or a masters degree in a related humanities area and 15 graduate hours in philosophy.

READING (Developmental and Transfer) - Masters degree in reading.

SPEECH (Transfer) - Masters degree or a Master of Fine Arts degree in speech and theatre, or a masters degree in a related humanities area plus 15 graduate hours in speech/theatre and a bachelors degree with a speech and theatre major.

Minimum Qualifications By Course

ART (TRANSFER)

ART 100 - Art Survey
ART 101 - Art Survey II
ART 103 - Design I
ART 104 - Design II
ART 105 - Drawing I
ART 106 - Drawing II
ART 107 - Painting I
ART 108 - Introduction to Watercolor Painting
ART 109 - Pottery I

ART 200 - Sculpture
ART 201 - Weaving I
ART 202 - Weaving II
ART 203 - Three Dimensional Design
ART 204 - Art Fundamentals
ART 205 - Life Drawing
ART 206 - Visual Communications I
ART 207 - Painting II
ART 208 - Introduction to Photography
ART 209 - Pottery II

Masters degree in art or a Master of fine arts.

ENGLISH (DEVELOPMENTAL)

ENG 090 - Pre-Rhetoric
ENG 091 - Grammar, Usage and Mechanics
ENG 092 - Sentence Development
ENG 094 - Paragraph Development
ENG 095 - Essay Writing
ENG 096 - Writing about Literature

Masters degree in English or English education, or masters degree in a related field plus 15 graduate hours in English.

Minimum Qualifications By Course

ENGLISH (TRANSFER)

ENG 101 - English Composition I
ENG 102 - English Composition II

ENG 200 - Technical and Business Writing

Masters degree in composition, rhetoric, or literature, or masters degree in a related field plus 15 graduate hours in English.

ENGLISH (NON-TRANSFER)

ENG 120 - Grammar for Transcription
ENG 123 - Business and Industrial Writing
ENG 124 - Communications I
ENG 125 - Communications II

Masters degree in composition, rhetoric, or literature, or masters degree in a related field plus 15 graduate hours in English. Technical writing experience in business or industries or training in technical writing and communications, or journalism is highly recommended.

FOREIGN LANGUAGES

FEN 100 - Conversational French
FEN 101 - Elementary French
FEN 102 - Elementary French

FEN 201 - Intermediate French
FEN 202 - Intermediate French
FEN 203 - Composition and Conversation
FEN 204 - Survey of French Literature

Masters degree in French.

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Minimum Qualifications By Course

GER 100 - Conversational German
GER 101 - Elementary German
GER 102 - Elementary German

Masters degree in German.

GER 201 - Intermediate German
GER 202 - Intermediate German
GER 203 - Composition and Conversation
GER 204 - Survey of German Literature

ITL 100 - Conversational Italian I
ITL 101 - Conversational Italian II

Masters degree in Italian.

SPN 100 - Conversational Spanish I
SPN 101 - Elementary Spanish
SPN 102 - Elementary Spanish
SPN 103 - Conversational Spanish for Professionals

Masters degree in Spanish.

SPN 201 - Intermediate Spanish
SPN 202 - Intermediate Spanish
SPN 203 - Composition and Conversation
SPN 204 - Survey of Spanish-American Literature
SPN 205 - Survey of Spanish-American Literature

JOURNALISM (TRANSFER)

JRN 101 - Introduction to Mass Media
JRN 102 - Reporting
JRN 103 - Advanced Reporting

Masters degree in journalism or a Bachelors degree in journalism plus media experience.

Minimum Qualifications By Course

LITERATURE - AMERICAN (TRANSFER)

LIA 203 - Survey of American Literature to 1855
LIA 204 - Survey of American Literature from 1855

Masters degree in literature or a masters degree in a related field plus 15 graduate hours in English.

LITERATURE - ENGLISH (TRANSFER)

LIE 201 - Chief English Writer I
LIE 202 - Chief English Writers II
LIE 205 - An Introduction to Shakespeare I
LIE 206 - An Introduction to Shakespeare II

Masters degree in literature or a masters degree in a related field plus 15 graduate hours in English.

LITERATURE - GENERAL (TRANSFER)

LIG 201 - Masterpieces of European Literature I
LIG 202 - Masterpieces of European Literature II
LIG 203 - Mythology
LIG 205 - Fiction
LIG 206 - Science Fiction
LIG 207 - Drama/Poetry

Masters degree in literature or a masters degree in a related field plus 15 graduate hours in English.

Minimum Qualifications By Course

MUSIC (TRANSFER)

MUP 101 - Collegiate Chorale
MUP 102 - Chamber Singers
MUP 103 - Wind Ensemble
MUP 104 - Jazz Ensemble
MUP 105 - Class Piano
MUP 106 - Swing Choir
MUP 107 - Class Voice

MUP 201 - Applied Music Instrumental
MUP 202 - Applied Music Vocal
MUP 203 - Collegium Musicum

MUS 100 - Introduction to and History of Music
MUS 106 - Music theory I
MUS 107 - Music Theory II

MUS 206 - Music Theory III
MUS 207 - Music Theory IV

Masters degree in music or a master of performance degree in music.

PHILOSOPHY (TRANSFER)

PHL 101 - Introduction to Philosophy
PHL 102 - Ethics
PHL 103 - Philosophy of Religion
PHL 104 - Death and Dying
PHL 105 - Introduction to Logic

Masters degree in philosophy, or a masters degree in a related humanities area and 15 graduate hours in philosophy.

Minimum Qualifications By Course

READING (DEVELOPMENTAL)

RED 090 - Basic reading Skills
RED 091 - vocabulary/Spelling
RED 092 - Test Taking and Study Techniques
RED 093 - Using Study Systems
RED 094 - Rate/Comprehension
RED 095 - Reading Technical Documents
RED 096 - Spelling
RED 098 - Compensatory Strategies

Masters degree in reading.

READING (TRANSFER)

RED 108 - Advanced Reading Instruction

Masters degree in reading.

SPEECH (TRANSFER)

SPH 101 - Fundamentals of Speech
SPH 102 - Discussion and Debate
SPH 105 - Theatre Playhouse Production I
SPH 106 - Acting

SPH 201 - Oral Interpretation
SPH 202 - Introduction to Theatre
SPH 205 - Theatre Playhouse
SPH 208 - Introduction to Broadcasting
SPH 209 - The Art of the Film

Masters degree or a master of fine arts degree in speech and theatre, or a masters degree in a related field plus 15 graduate hours in speech/theatre.

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SECTION "E"

MINIMUM QUALIFICATIONS

TO TEACH VARIOUS SUBJECT AREAS

IN

BUSINESS AND ENGINEERING DIVISION

AT

I.V.C.C.

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Division of Business and Engineering

TRANSFER COURSES

APPROXIMATELY 25% OF THE COURSES TAUGHT IN THE DIVISION ARE TRANSFER ARTICULATED COURSES. THEY DO, HOWEVER, ENROLL CLOSE TO 50% OF THE BUSINESS DIVISION'S TOTAL ENROLLMENTS IN SUCH COURSES AS ACCOUNTING, MATHEMATICS AND COMPUTER SCIENCE. THE ADMINISTRATION AND FACULTY AGREE THAT THE MASTERS DEGREE IS THE DESIRED MINIMUM QUALIFICATION NEEDED IN THE TRANSFER LEVEL COURSES IN THIS DIVISION.

OCCUPATIONAL PROGRAMS

THERE ARE SEVERAL OCCUPATIONAL DEGREE PROGRAMS AND A LARGE NUMBER OF CERTIFICATE PROGRAMS OFFERED IN THE DIVISION. GENERALLY THE BACHELORS DEGREE IS THE DESIRED MINIMUM QUALIFICATION NEEDED IN THE VARIOUS OCCUPATIONAL DISCIPLINES OF THE BUSINESS DIVISION. IN SOME PROGRAMS AN ASSOCIATE IN APPLIED SCIENCE IN THE SPECIFIC TEACHING AREA ALONG WITH INDUSTRIAL OR BUSINESS EXPERIENCE WILL BE CONSIDERED.

SUCCESSFUL TEACHING EXPERIENCE/WORK EXPERIENCE

SUCCESSFUL TEACHING EXPERIENCE IS PREFERRED FOR PERSONS IN ALL OF THE TEACHING DISCIPLINES IN THIS DIVISION. SUCCESSFUL WORK RELATED EXPERIENCE IS ALSO REQUIRED IN THE OCCUPATIONAL PROGRAMS. IN HIRING PART-TIME FACULTY, THE WORK EXPERIENCE MIGHT OUTWEIGH PRIOR TEACHING EXPERIENCE IN CERTAIN OCCUPATIONAL PROGRAMS.

Minimum Qualifications to Teach Various Subject Areas in Business & Engineering Division

ACCOUNTING (Transfer & Upper Level) - Masters degree in accounting, business administration, finance, or business education. Qualifications must include 30 hours of accounting and finance course work. Related business and/or teaching experience will be given consideration in lieu of hours requirement. Also, Bachelors degree in business plus C.P.A. or C.M.A. certificate is acceptable.

ACCOUNTING (Non-Transfer) - Bachelors degree in accounting, business administration, finance, or business education. Qualifications must include 18 hours of accounting; also work experience in accounting, bookkeeping, data processing (minimum of 2,000 hours).

BUSINESS EDUCATION (Non-Transfer) - Bachelors degree in business education; also, work experience in secretarial or office management field (minimum of 2,000 hours).

(Secretarial Science)
(Word Processing)

BUSINESS ADMINISTRATION (Transfer) - Masters degree in business administration, business education, M.S. in business, Law Degree, Masters in economics. Related business and/or teaching experience will be considered for individuals with Masters degree in area other than those listed above.

(General Business)
(Business Law)
(Economics)

BUSINESS ADMINISTRATION (Non-Transfer) - Bachelors degree in business administration, business education, economics, to include 18 hours in area taught; also, work experience in area taught (minimum of 2,000 hours).

(Management)
(Marketing)
(Economics)
(Finance)
(Banking)
(Real Estate)

COMPUTER SCIENCE (Transfer) - Masters degree in information science/computer science or Masters degree in mathematics or business plus work experience in D.P./C.S.I. area. Qualifications to include 24 graduate hours of data processing/information science/computer science course work.

(Computer Literacy)
(Computer Science)

DATA PROCESSING (Non-Transfer) - Bachelors degree in business, mathematics or computer science. Qualifications to include 24 hours of data processing/information science/computer science course work; also, work experience in D.P./C.S.I./ information science area (minimum of 2,000 hours).

(Data Processing)
(Personal Computing)

MATHEMATICS (Transfer) - Master of science in mathematics or M.S. including 15 graduate hours in mathematics, Master of science including 24 hours in mathematics including graduate hours in real analysis, including course work in fortran, linear algebra, differential equations.

MATHEMATICS (Non-Transfer) - Bachelor of science in mathematics or B.S. in a related field including 24 semester hours in mathematics.

Minimum Qualifications By Course

ACCOUNTING (TRANSFER AND UPPER LEVEL)

ACT 101 - Financial Accounting
ACT 102 - Managerial Accounting
ACT 120 - Tax Accounting
ACT 124 - Tax Preparation Practicum

ACT 201 - Intermediate Accounting I
ACT 202 - Cost Accounting
ACT 221 - Accounting for Non-Business Organizations
ACT 222 - Intermediate Accounting II
ACT 224 - Payroll Accounting
ACT 226 - Internal Auditing
ACT 227 - Accounting Internship
ACT 228 - Computerized Accounting

Masters Degree in business administration, business education, or M.S. in accounting or finance. Qualifications must include 30 hours of accounting and finance work. Related work experience and/or teaching will be given consideration in lieu of hours requirement. Also, Bachelors degree in business plus C.P.A. or C.M.A. is acceptable.

ACCOUNTING (NON-TRANSFER AND LOWER LEVEL)

ACT 121 - Fundamentals of Accounting
ACT 123 - Accounting Procedures on a Microcomputer
ACT 126 - Personal Income Taxation

Bachelors degree in business administration, business education, B.S. in accounting or finance. Qualifications must include 18 hours of accounting. Some data processing related study required of accounting 123.

Minimum Qualifications By Course

BUSINESS EDUCATION (NON-TRANSFER)

BUE 121 - Speedwriting I
BUE 122 - Speedwriting II
BUE 123 - Basic Keyboarding
BUE 124 - Keyboard Speed Building
BUE 125 - Shorthand I
BUE 126 - Shorthand II
BUE 128 - Advanced Keyboarding/Document Formatting
BUE 222 - Special Topics: Women in Business
BUE 224 - Office Procedures and Administration
BUE 227 - Secretarial Internship
BUE 229 - Secretarial Internship

Bachelors degree in business education. Also, work experience in secretarial or office management field. (Minimum of 2,000 hours)

WPR 121 - Word Processing I
WPR 123 - WordPerfect
WPR 125 - Information Processing and System Administration
WPR 220 - Introduction to Desktop Publishing
WPR 221 - Application of Desktop Publishing
WPR 222 - Advanced Desktop Publishing

BUSINESS ADMINISTRATION (TRANSFER)

BUE 101 - Introduction to Business
BUE 103 - Business Mathematics

BUL 200 - The Legal Environment of Business
BUL 201 - Business Law I
BUL 202 - Business Law II

ECN 100 - Consumer Economics

Masters degree in business administration, business education, or M.S. in business, law degree, Masters in economics. Related business teaching experience will be considered for individuals with Masters degree other than above. Business law classes to be taught by lawyer.

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Minimum Qualifications By Course

BUSINESS ADMINISTRATION (NON-TRANSFER)

BUE 120 - Stocks and Bonds

FIN 120 - Principles of Finance
FIN 121 - Personal Finance
FIN 122 - Personal Investments and Retirement Planning
FIN 125 - Personal Finance Management

Bachelors degree in business administration, business education, economics, to include 18 hours in finance, also work experience in area taught. (Minimum of 2,000 hours)

ECN 120 - Fundamentals of Statistics
ECN 122 - Fundamentals of Economics

Bachelors degree in business administration, business education, Economics, to include 18 hours in economics, also work experience in area taught. (Minimum of 2,000 hours)

MATHEMATICS (TRANSFER)

MTH 100 - Fundamentals of Mathematics
MTH 103 - College Algebra
MTH 104 - Trigonometry
MTH 105 - Precalculus
MTH 106 - Finite Mathematics
MTH 107 - Calculus for Business and Social Science
MTH 108 - General elementary Statistics
MTH 109 - Structure of Number Systems

Master of science in mathematics, or Master of science including 15 graduate hours in mathematics.

(Continued)

Minimum Qualifications By Course

MATHEMATICS (TRANSFER) (Continued)

MTH 200 - Calculus and Analytic Geometry I
MTH 201 - Calculus and Analytic Geometry II
MTH 202 - Calculus and Analytic Geometry III

Master of science in mathematics, or Master of science including 24 graduate hours in mathematics including graduate hours in real analysis.

MTH 205 - Introductory to Numerical Methods and Fortran Programming

Same as calculus sequence including course work in Fortran programming.

MTH 207 - Differential Equations

Same as calculus sequence including course work in differential equations or equivalent.

MATHEMATICS (NON-TRANSFER)

MTH 090 - Arithmetic
MTH 091 - Basic Algebra/Module 1
MTH 092 - Basic Algebra/Module 2
MTH 093 - Basic Algebra/Module 3
MTH 094 - Basic Algebra/Module 4
MTH 098 - Basic Geometry
MTH 099 - Intermediate Algebra

Bachelor of science in mathematics, or Bachelor of science in a related field including 24 semester hours in mathematics.

Minimum Qualifications By Course

MATHEMATICS, TECHNICAL (NON-TRANSFER)

MTH 120 - Metric and English Measurement
MTH 123 - Mathematics for Industry I
MTH 126 - Technical Mathematics I
MTH 127 - Technical Mathematics II
MTH 128 - Applied Mathematics I
MTH 129 - Applied Mathematics II

Bachelor of science in mathematics plus industrial experience in an area utilizing mathematics or Bachelor of science in a related field including 24 semester hours in mathematics plus industrial experience in an area utilizing mathematics, or Bachelor of science in engineering, or prior successful teaching experience within technical/occupation mathematics.

MANAGEMENT (NON-TRANSFER)

MGT 123 - Owning and Operating a Small Business
MGT 201 - Principles of Management
MGT 221 - Personnel Management
MGT 222 - Principles of Supervision

Bachelors degree in business administration, business education, economics, to include 18 hours in management, also work experience in area taught. (Minimum of 2,000 hours)

MARKETING (TRANSFER AND NON-TRANSFER)

MKT 101 - Principles of Marketing
MKT 122 - Salesmanship
MKT 221 - Principles of Advertising
MKT 223 - Principles of Retailing
MKT 227 - Marketing Internship
MKT 228 - Marketing Internship

Bachelors degree in business administration, business education, to include 18 hours in marketing, also work experience in area taught. (Minimum of 2,000 hours)

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Minimum Qualifications By Course

COMPUTER SCIENCE (TRANSFER)

CL 101 - Computer Literacy

CSI 101 - Computer Programming in FORTRAN
CSI 102 - Introduction to Business Computer Systems
CSI 104 - Assembler Language Programming

CSI 201 - Computer Programming in COBOL
CSI 202 - Structured COBOL I
CSI 203 - Advanced Programming Systems
CSI 204 - PL/1 Programming
CSI 205 - Pascal for Problem Solving

Masters degree in business, computer science or mathematics. Qualifications to include 24 graduate hours of data processing/computer science course work. Related business and/or teaching experience will be given consideration in lieu of course work.

DATA PROCESSING (NON-TRANSFER)

DP 121 - Data Processing Fundamentals
DP 122 - Computer Logic with BASIC
DP 123 - Introduction to the AS/400
DP 124 - Mainfram Operations
DP 125 - AS/400 Operations
DP 126 - "C" Language

DP 221 - Business Systems Design and Development
DP 222 - Introduction to MAPICS DB
DP 223 - Data Communications
DP 224 - Data Processing Applications
DP 225 - RPG/400
DP 226 - Computer Field Project

Bachelors degree in business, computer science or mathematics. Qualifications include 24 hours of data processing/ computer science course work. Related business and/or teaching experience will be given consideration in lieu of course work, also work experience in D.P./ C.S.I. area. (Minimum of 2,000 hours)

(Continued)

Minimum Qualifications By Course

DATA PROCESSING (NON-TRANSFER) (Continued)

PC 121 - Microsoft Word for Windows
PC 122 - Applications Using DBase IV
PC 124 - Applications Using LOTUS 1-2-3
PC 125 - Advanced WordPerfect
PC 126 - Introduction to Software Packages
PC 127 - Microcomputer Operating Systems
PC 128 - Using Your Personal Computer
PC 129 - Programing in BASIC

PC 221 - Computers and Programming for Teachers
PC 222 - Microsoft Windows
PC 223 - Taking Care of Your Personal Computer
PC 224 - Personal Computer Systems and Applications
PC 225 - Introduction to Personal Computer Networks
PC 226 - Applied Networking Using Internet
PC 227 - Software Upgrade
PC 228 - Advanced Microcomputer Applications Software
PC 229 - Computer Assisted Instruction

PCA - all courses
PCD - all courses
PCI - all courses
PCO - all courses
PCW - all courses

Minimum Qualifications By Course

ECONOMICS (TRANSFER)

ECN 203 - Principles of Macroeconomics
ECN 204 - Principles of Microeconomics
ECN 205 - Business Statistics
ECN 220 - Money and Banking

Masters degree in economics. business administration or business education. Qualifications must include 30 hours of economics course work.

BANKING (NON-TRANSFER)

BFC 120 - Principles of Bank Operation
BFC 121 - Installment Credit
BFC 122 - Introduction to Commercial Lending
BFC 123 - Bank Investments

Bachelors degree in business plus experience in bank operations.

REAL ESTATE (NON-TRANSFER)

RE 120 - Real Estate Transactions
RE 121 - Contracts and Conveyancing
RE 122 - Advanced Real Estate Principles
RE 123 - Real Estate Appraisal
RE 124 - Property Management
RE 125 - Financing
RE 126 - Sales and Brokerage
RE 127 - Farm Management
RE 128 - Real Property Insurance
RE 129 - Refresher Course for License Reinstatement

Illinois brokers license or Bachelors degree in business with knowledge of real estate field.

Minimum Qualifications By Course

AUTOMOTIVE (NON-TRANSFER)

ATO 121 - Basic Gas Engines
ATO 122 - Basic Automotive Electricity
ATO 123 - Bench Work Operations
ATO 124 - Power Trains and Manual Transmissions
ATO 125 - Basic Tune-Up
ATO 126 - Steering and Suspension Systems
ATO 220 - Brake Systems
ATO 221 - Advanced Engine Performance and Driveability
ATO 222 - Fuel Systems and Emission Controls
ATO 223 - Automatic Transmissions
ATO 224 - Automotive Accessories
ATO 225 - Heating and Air Conditioning
ATO 226 - Service Management
ATO 227 - Automotive Service
ATO 228 - Computerized Engine Controls
ATO 229 - Automotive Certification

Bachelor of science in industrial education or industrial technology including 24 semester hours in auto mechanics plus 2 years industrial experience in auto mechanics and certification by NIASE in at least 2 areas.

Minimum Qualifications By Course

DRAFTING (NON-TRANSFER)
MANUFACTURING TECHNOLOGY (NON-TRANSFER)
ENGINEERING GRAPHICS (TRANSFER)

DFT 120 - Mechanical Drafting
DFT 121 - Advanced Drafting
DFT 123 - Machine Blueprint Reading
DFT 124 - Introduction to CAD
DFT 129 - Computer Aided Drafting
EDT 121 - Introduction to Basic CADAM Drafting
EDT 128 - Statics and Strength of Materials
EDT 220 - Machine Design I
EDT 221 - Machine Design II
EDT 224 - Mechanisms and Machine Design I
EDT 226 - Design Technician Internship
EDT 227 - Computer Aided Design I
EDT 228 - Design Projects
EDT 229 - Computer Aided Design II
EGR 100 - Engineering Graphics I

Bachelor of science in engineering with a minimum of 24 semester hours of course work in the specific teaching area, plus industrial experience within the teaching area, or Bachelor of science in industrial technology or industrial education with course work in the teaching field including work in the specific teaching area, plus relevant industrial experience within the specific teaching area. Associate in applied science degree in design plus relevant industrial experience within specific teaching area.

Minimum Qualifications By Course

ELECTRICITY (NON-TRANSFER)
ELECTRONICS TECHNOLOGY (NON-TRANSFER)
ROBOTIC ELECTRONICS TECHNOLOGY (NON-TRANSFER)
MICROPROCESSOR/COMPUTER TECHNOLOGY (NON-TRANSFER)

DFT 122 - Electronics Drafting
ELE 120 - Basic Industrial Electricity I
ELE 121 - Basic Industrial Electricity II
ELE 122 - Motors and Controls I
ELE 123 - Motors and Controls II
ELE 124 - Programmable Logic Controllers I
ELE 125 - Programmable Logic Controllers II
ELE 126 - Electrical Wiring and Soldering
ET 100 - Introduction to Electronics
ET 120 - Beginning Industrial Electronics
ET 122 - Electronic Devices
ET 123 - Industrial Instrumentation
ET 125 - DC Circuits
ET 126 - AC Circuits
ET 220 - Linear Circuits
ET 221 - Industrial Electronics
ET 222 - Digital Circuits
ET 223 - Network Analysis
ET 225 - Shop Processes and Individual Problems in Electronics
ET 226 - Basic Microwave Theory
ET 227 - Instruments and Measurements
MT 120 - Industrial Electricity and Electronics

Bachelor of science in engineering with a minimum of 24 semester hours of course work in the specific teaching area, plus industrial experience within the teaching area, or Bachelor of science in industrial technology or industrial education with course work in the teaching field including work in the specific teaching area, plus relevant industrial experience within the specific teaching area.

ET 228 - FCC License Preparation

Valid FCC License

CET 120 - Introduction to Microprocessor
CET 221 - Motion and Process Control
CET 224 - Microprocessor Interfacing
CET 226 - Microprocessor Systems

Minimum Qualifications By Course

DRAFTING, ARCHITECTURAL (NON-TRANSFER)

DFT 125 - Architectural Drafting

Bachelor of arts in architecture plus industrial experience, or Bachelor of science in a related field including courses in architectural drafting plus industrial experience.

INDUSTRIAL MAINTENANCE (NON-TRANSFER)

IM 120 - Equipment Maintenance I
IM 121 - Equipment Maintenance II
IM 122 - Introduction to Electro-Mechanics
IM 125 - Industrial Hydraulics
IM 126 - Industrial Pneumatics
IM 127 - Pipefitting
IM 128 - Industrial Safety
GNT 110 - Industrial Production Techniques
GNT 120 - Technical Orientation

Bachelor of science in engineering with a minimum of 24 semester hours course work in the specific teaching area, plus industrial experience within the teaching area, or Bachelor of science in industrial technology or industrial education with course work in the teaching field including work in the specific teaching area, plus relevant industrial experience within the specific teaching area.

Minimum Qualifications By Course

MANUFACTURING TECHNOLOGY (NON-TRANSFER)
ROBOTICS - MECHANICAL (NON-TRANSFER)

MT 120 - Industrial Electricity and Electronics
MT 121 - Materials of Industry
MT 125 - ISO/9000
MT - Industrial Processes and Control
MT 220 - Computer Aided Manufacturing
MT 221 - Statistical Quality Control
MT 223 - Process Planning
MT 224 - Introduction to Fluid and Pneumatic Power
RBA 120 - Introduction to Robotics
RBA 222 - Robot Applications - Field Project

Bachelor of science in engineering with a minimum of 24 semester hours of course work in the specific teaching area, plus industrial experience within the teaching area, or Bachelor of science in industrial technology or industrial education with course work in the teaching field including work in the specific teaching area, plus relevant industrial experience within the specific teaching area. Associate in applied science degree in manufacturing plus relevant industrial experience within specific teaching area.

Minimum Qualifications By Course

COMPUTER NUMERICAL CONTROL OPERATOR'S CERTIFICATE
COMPUTER NUMERICAL CONTROL PROGRAMMER'S CERTIFICATE
METALS (NON-TRANSFER)

CNC 120 - Fundamentals of CNC Operations
CNC 122 - CNC Milling Machine Operations
CNC 124 - CNC Turning Machine Operations
MET 120 - Inspection and Gaging
MET 122 - Manufacturing Materials and Processes I
MET 123 - Manufacturing Materials and Processes II

Bachelor of science in engineering with a minimum of 24 semester hours course work in the specific teaching area, plus industrial experience within the teaching area, or Bachelor of science in industrial technology or industrial education with course work in the teaching field including work in the specific teaching area, plus relevant industrial experience within the specific teaching area.

WELDING (NON-TRANSFER)

All Welding courses including stick arc, MIG, TIG, and gas both plate and pipe.

Bachelor of science in industrial technology or industrial education including course work in welding, plus two years industrial experience in welding which includes all positions for stick, MIG, TIG, and gas for both plate and pipe.

Comparative Minimum Qualifications Required for Welding Programs at I.V.C.C.

AT AVC	AT SHERIDAN
QUALIFICATIONS:	**QUALIFICATIONS:**
(A) Instructor is expected to have a minimum of a bachelor's degree and industrial experience (2,000 hours minimum) in welding.	(A) Instructor is expected to have 3 years industrial experience (minimum) in the area of welding.
(B) Instructor has to be able to lecture approximately 30% of the time each semester.	(B) Instructor works one-on-one individually with students in lab work.
(C) Instructor will teach:	(C) Instructor will teach:
1) Lab Course	1) Lab Courses (only)
EVALUATION TECHNIQUES:	**EVALUATION TECHNIQUES:**
Instructor will be evaluated in lecture prepared classes and in laboratory classes.	Instructor will be evaluated in laboratory classes.

SECTION "F"

MINIMUM QUALIFICATIONS

TO TEACH

VARIOUS SUBJECT AREAS

IN

LIFE AND PHYSICAL SCIENCES DIVISION

AT I.V.C.C.

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Division of Life and Physical Sciences

TRANSFER COURSES

APPROXIMATELY FORTY-FIVE PERCENT OF THE COURSES TAUGHT IN THE DIVISION ARE GENERAL EDUCATION AND TRANSFER ARTICULATED COURSES. THEREFORE, THE ADMINISTRATION AND FACULTY AGREE THAT THE MASTERS DEGREE IS THE DESIRED MINIMUM QUALIFICATION NEEDED IN THE VARIOUS TRANSFER DISCIPLINES TAUGHT IN THIS DIVISION.

OCCUPATIONAL PROGRAMS

THE PROGRAMS IN THIS DIVISION MAKE UP APPROXIMATELY FIFTY-FIVE PERCENT OF THE COURSES IN THIS DIVISION. GENERALLY A MASTERS DEGREE IN THE OCCUPATIONAL PROGRAMS IN THIS DIVISION IS NECESSARY. THE MASTERS DEGREE IS THE REQUIRED DEGREE FOR THE PROFESSIONAL NURSING PROGRAM THE BACHELORS DEGREE IS THE DESIRED MINIMUM FOR DENTAL ASSISTING, PRACTICAL NURSING, AGRIBUSINESS, AND AGRIMECHANICS/DIESEL POWER.

SUCCESSFUL TEACHING EXPERIENCE/WORK EXPERIENCE

SUCCESSFUL TEACHING EXPERIENCE IS PREFERRED FOR PERSONS IN ALL OF THE TEACHING DISCIPLINES IN THIS DIVISION. SUCCESSFUL WORK RELATED EXPERIENCE IS ALSO REQUIRED IN THE OCCUPATIONAL PROGRAMS.

Minimum Qualifications to Teach Various Subject Areas in Life and Physical Sciences Division

AGRIBUSINESS (Transfer) - Master of science in agriculture.

AGRIMECHANICS/DIESEL POWER (Non-Transfer) - A.A.S. degree in agrimechanics and three years experience in agricultural machine service operations, or a Bachelors degree in agricultural engineering or agricultural mechanics, and 2,000 hours of work experience, or eight years of experience in the agricultural machine service field.

ALLIED HEALTH (Non-Transfer) - Bachelor of science in nursing or health related fields. State certification for specific courses.

BIOLOGY (Transfer) - Masters degree in biological sciences; for BIO 104 a Masters degree in biology, science, geography, geology, or environmental science; for ZOO 107 and 108 a Masters degree in biological science including ten hours in anatomy and physiology. Math, physical science and previous teaching experience at the high school and/or college level are recommended.

CHEMISTRY (Transfer) - Master of science in chemistry or master of science including 30 graduate hours in chemistry including 9 graduate hours in analytical chemistry or a graduate research in chemistry or organic chemistry.

CHEMISTRY (Non-Transfer) - Bachelor of science in chemistry plus industrial experience in an area utilizing chemistry or a B.S. in a related field including 24 semesters hours in chemistry.

DENTAL ASSISTING (Non-Transfer) - The desired degree is the Bachelors in allied health education, dental assisting major and a minimum of 2 years experience in a general dentistry office. The minimum degree would be a certificate/

diploma in dental assisting from an accredited dental assisting program with three years work experience in a general dentistry office. All dental assisting instructors must be currently certified with the Dental Assisting National Board. For additional qualifications see accreditation standards for dental assisting education programs, Standard 7.1.

GEOGRAPHY (Transfer and Non-Transfer) - Master of science in geography with 15 or more hours in physical geography, cultural geography, regional geography or astronomy.

GEOLOGY (Transfer) - Master of science in geology or Master of science including 20 graduate hours in geology.

HEALTH, PHYSICAL EDUCATION AND RECREATION (Transfer and Non-Transfer) - Master of science in physical education or recreation with course work in the subjects taught.

NURSING (Non-Transfer) - Masters degree with a major in nursing for professional nursing program. Practical nursing program should have a Baccalaureate degree with a major in nursing and registered in the State of Illinois.

PHYSICAL EDUCATION (Transfer) - Master of science in physical education.

PHYSICS (Transfer) - Master of science in physics or M.S. including 30 graduate hours in physics, or M.S. in physics including TAM* courses, or M.S. including 30 graduate hours in physics including TAM courses, or M.S. in engineering including TAM courses.

PHYSICS (Non-Transfer) - Bachelors of science in physics plus industrial experience in an area utilizing physics, or B.S. in a related field including 24 semester hours in physics plus industrial experience, or B.S. in physics.

PUBLIC WATER SUPPLY (Non-Transfer) - Certified public water supply operator.

WASTE WATER TREATMENT (Non-Transfer) - Class I certified waste water treatment operator.

*** TAM = Theoretical and applied mechanics**

Minimum Qualifications By Course

AGRIBUSINESS

AGR 100 - Introduction Field Crop Science
AGR 101 - Introduction Agriculture Economics
AGR 102 - Introduction Agriculture Mechanics
AGR 103 - Animal Science
AGR 104 - Microcomputer Applications in Agriculture
AGR 201 - Introduction Soil Science

Master of science in agriculture culture including course work in the subject area(s) to be taught.

AGR 111 - Corn and Soybean Production
AGR 122 - Soils
AGR 220 - Crop Production
AGR 222 - Agriculture Chemicals

Bachelor of science in agronomy or Bachelor of science in agriculture education.

AGR 120 - Introduction to Agribusiness
AGR 221 - Farm Management problems
AGR 223 - Agricultural Sales
AGR 226 - Agriculture Marketing and Finance

Bachelor of science in agriculture economics or Bachelor of science in agriculture education.

AGR 121 - Feeds and Feeding
AGR 127 - Introduction to animal Evaluation
AGR 227 - Livestock Selection

Bachelor of science in animal science or Bachelor of science in agriculture education.

AGR 123 - Agriculture Productions Techniques

Bachelor of science in the agricultural area being taught or Bachelor of science in agriculture education.

(Continued)

Minimum Qualifications By Course

AGRIBUSINESS (Continued)

AGR 224 - Internship AGR 225 - Agriculture Internship Seminar	**Bachelor of science in agriculture with 16 semester hours in the field, which shall include a methods course in the occupational specialized area; in addition, 6 semester hours in the area of organization and administration of cooperative occupational education, coordination in techniques, and individualized instructional methodology. In addition, the coordinator shall possess a minimum of 2,000 hours of employment experience in the occupational specialty to be taught.**

AGRIMECHANICS/DIESEL POWER

For all courses in the Agrimechanics/Diesel Power Program, the following are considered minimum qualifications:	**A.A.S. degree in agrimechanics and three years experience in agricultural machine service operations; or, B.S. degree in agricultural engineering or agricultural mechanics and 2,000 hours of work experience.**

Minimum Qualifications By Course

***BIOLOGY (TRANSFER)**

BIO 101 - General Biology I BIO 102 - General Biology II BIO 103 - Principles of Biology	**Masters degree in biological sciences or masters including twenty graduate hours in biology.**
BIO 104 - The Global Environment BIO 203 - Biological Diversity	**Masters degree in biological science, geography, geology, or Masters including 15 graduate hours in one or more of the above disciplines.**
BOT 105 - General Botany	**Masters degree in biological science, or Masters including 10 hours in botany and 20 graduate hours in biology.**
BOT 109 - Microbiology	**Masters degree in biological science, including graduate hours in microbiology, or Masters including 20 graduate hours in biology, including a minimum of three graduate hours in microbiology.**
ZOO 104 - General Zoology **(Continued)**	**Masters degree in biological science, or masters including 20 graduate hours in biology and 10 hours in invertebrate and vertebrate zoology.**

*** At least 15 semester hours in math and physical sciences is preferred.**

Minimum Qualifications By Course

BIOLOGY (TRANSFER) (Continued)

ZOO 107 - Anatomy and Physiology I ZOO 108 - Anatomy and Physiology II	Masters degree in biological science, including 10 hours in anatomy and/or physiology, or a Masters degree including 10 hours in anatomy and physiology and 20 graduate hours in biology.

***BIOLOGY (NON-TRANSFER)**

ZOO 120 - Human Body Structure and Functions	Bachelors degree in biological sciences.

CHEMISTRY (TRANSFER)

CHM 100 - Introduction to Chemistry CHM 104 - Chemistry CHM 106 - General Chemistry I CHM 107 - General Chemistry II	Master of science in chemistry, or Master of science including 30 graduate hours in chemistry.
CHM 201 - Quantitive Analysis **(Continued)**	Master of science in chemistry, or Master of science including 30 graduate hours in chemistry including 9 graduate hours in analytical chemistry of graduate research in chemistry.

*** At least 15 semester hours in math and physical sciences is preferred.**

Minimum Qualifications By Course

CHEMISTRY (TRANSFER) (Continued)

CHM 202 - Organic Chemistry I
CHM 203 - Organic Chemistry II

Master of science in chemistry, or Master of science including 30 graduate hours in chemistry including 9 graduate hours in organic chemistry.

***DENTAL ASSISTING (NON-TRANSFER)**

DLA 120 - Dental Science I
DLA 122 - Preventive Dentistry
DLA 124 - Dental Radiography I
DLA 220 - Dental Science II
DLA 221 - Radiology for Dental Assistants
DLA 224 - Dental Radiography II

(Continued)

Bachelors degree in allied health education, specialty in dental assisting, two years work experience in general dentistry office. Currently certified with DANB.

Certificate/diploma in dental assisting from an accredited dental assisting program, three years work experience in general dentistry office. Currently certified with DANB.

A.A.S. in dental hygiene. Current state license.

*** All Dental Assisting instructors must be currently certified and preferably a graduate of an accredited Dental Assisting Program.**

Minimum Qualifications By Course

DENTAL ASSISTING (NON-TRANSFER) (Continued)

DLA 121 - Dental Materials and Lab Procedures DLA 123 - Pre-Clinical orientation DLA 125 - Dental Lab Procedures DLA 126 - Clinical practice DLA 127 - Supervised Dental Assisting Practice DLA 128 - Dental Office Management	**Bachelors degree in allied health education, specialty in dental assisting, two years work experience in general dentistry office. Currently certified with DANB.** **Certificate/diploma in dental assisting from an accredited dental assisting program, three years work experience in a general dentistry office. Currently certified with DANB.**

GEOGRAPHY (TRANSFER)

GEG 101 - Physical Geography I GEG 102 - Physical Geography II	**Master of science in geography with 15 or more hours in physical geography.**
GEG 103 - Cultural Geography	**Master of science in geography with 15 or more hours in cultural geography.**
GEG 104 - World Regional Geography	**Master of science in geography with 15 or more hours in regional geography.**
GEG 105 - Introduction to Astronomy	**Master of science with 20 or more hours in Astronomy.**
GEG 107 - Planetary and Space Science	**Master of science with 10 or more hours in astronomy.**

Minimum Qualifications By Course

GEOLOGY

GEL 106 - Introduction to Oceanography

* Master of science in biology, geography, or geology with 10 or more hours in oceanography.

GEL 108 - Physical Geology
GEL 109 - Historical Geology

* Master of science in geology, or Master of science including 20 graduate hours in geology.

PHYSICS (TRANSFER)

PHY 109 - General Physics (Mechanics)
PHY 200 - General Physics (Heat, Wave Motion, Sound and Electricity) - Engineering
PHY 201 - General Physics (Electricity, Magnetism, Light and Modern Physics) - Engineering
PHY 203 - General Physics (Mechanics, Relativity, Heat, Wave, Motion and Sound) - LAS
PHY 204 - General Physics (Electricity, Magnetism, Light, Atomic and Nuclear Physics) - LAS
TAM 203 - Theoretical and Applied Mechanics

Master of science in physics, or Master of science including 30 graduate hours in physics, or Master of science in physics including TAM courses, or Master of science including 30 graduate hours in physics including TAM courses, or Master of science in engineering including TAM courses.

*** Prior teaching experience in these courses at the high school or college level is recommended.**

Minimum Qualifications By Course

PHYSICS (NON-TRANSFER)

PHY 120 - Applied Physics I
PHY 121 - Applied Physics II

Bachelor of science in physics plus industrial experience in an area utilizing physics, or Bachelor of science in a related field including 24 semester hours in physics plus industrial experience in an area utilizing physics, or Bachelor of science in engineering, or Bachelor of science in physics or in a related field including 24 semester hours in physics plus prior successful teaching in technical physics.

ALLIED HEALTH (NON-TRANSFER)

AH 101 - Terminology of the Health Field
AH 120 - Introduction to Health Science
AH 122 - Human Growth and Development for Health Workers

Bachelors degree in nursing, education, or psychology.

AH 123 - Care of Persons With Alzheimers Disease/Related Disorders

Completed the course, Care of Persons With Alzheimers Disease, in addition to requirements listed below for AH-124 and AH-125.

(Continued)

Minimum Qualifications By Course

ALLIED HEALTH (NON-TRANSFER) (Continued)

AH 124 - Basic Nursing Concepts and Skills
AH 125 - Supervised Practice

R.N. plus completion of the Train the Trainer course offered by the State of Illinois Department of Public Health.
OR
B.S.N. with clinical nursing experience and/or experience in a nursing education program or Train the Trainer course.

AH 126 - Cardio-Pulmonary Resuscitation
AH 128 - Cardio-Pulmonary Resuscitation Review
AH 129 - Infection Control Procedures

Bachelors degree in a health-related field. Instructors must be certified by the American Red Cross.

AH 220 - Emergency Medical Procedures
AH 221 - Emergency Medical Technician - Ambulance
AH 222 - Emergency Medical Technician - Refresher
AH 223 - Emergency Medical Technician - Refresher - Update I

State certification as an EMT instuctor is required.

ALLIED HEALTH (NON-TRANSFER) PHYSICAL EDUCATION

For all Physical Education classes:
Coeducational, Men's, and Professional

Master of science in physical education, or proven teaching experience in the specific course within the past five years at IVCC.

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Minimum Qualifications By Course

NURSING

I. State of Illinois Educational Requirements

Section 1300.40-G. 5&6. Rules for the Administration of the Illinois Nursing Act of 1987.

1. Nurse faculty of a professional nursing program shall have:

   a. At least two years experience in clinical nursing practice;

   b. A masters degree with a major in nursing;

   c. An individual with a bachelors degree with a major in nursing and a masters degree in a related area other than nursing and who has a least ten years of experience as a faculty member in a state approved professional nursing program may request a variance of the rule. No more than 12 percent of the total program nurse faculty may be employed in a nursing education program without a masters degree with a major in nursing.

2. Nurse faculty of a practical nursing program shall have:

   a. At least two years experience in clinical nursing practice;

   b. A baccalaureate degree with a major in nursing.

II. National League for Nursing

Criteria for the Evaluation of Educational Programs in Nursing Leading to an Associate Degree. New York: 1985, Page 12.

1. Faculty members are academically and professionally qualified in that they:

   a. Meet the parent institution's requirements for faculty appointment.

   b. Have masters degrees with preparation and/or experience in the areas of responsibility in which leadership is expected.

   c. Have baccalaureate degrees with preparation and experience in areas of responsibility, provided there is adequate guidance and supervision by faculty prepared on the masters level.

   d. Continue to improve expertise in the areas of responsibility.

   e. Have credentials verifying legal status as a registered nurse in the state.

2. Faculty are encouraged to continue academic study appropriate to their responsibilities.

3. Part-time faculty members, guest lecturers and others who contribute to the education of students on a part-time basis are utilized in accordance with the policy of the parent institution.

III. Additional Requirements

1. Prefer some previous teaching experience of at least one year.

Minimum Qualifications By Course

HEALTH, PHYSICAL EDUCATION AND RECREATION

HPR 100 - Wellness
HPR 101 - Wellness Lab

Master of science in physical education, recreation, or health-related degrees.

HPR 103 - Personal and Community Hygiene

Master of science in biology, physical education, recreation or health-related fields.

HPR 104 - First Aid

Master of science in physical education or health-related degrees and current instructor authorization from American Red Cross to teach. Standard First Aid and adult CPR.

HPR 200 - Professional Orientation
HPR 201 - Coaching of Basketball
HPR 202 - Coaching of Football
HPR 203 - Coaching of Baseball
HPR 204 - Officiating Football
HPR 205 - Officiating Basketball
HPR 206 - Officiating Baseball and Softball
HPR 207 - Officiating Volleyball
HPR 208 - Physical Education Activities for Elementary School Children

Master of science in physical education or coaching or officiating in the specific sport.

Minimum Qualifications By Course

PHYSICAL EDUCATION

For all Physical Education activity classes. (PEC)	**Master of science in physical education, proven teaching experience in the specific course at IVCC, or proven teaching experience elsewhere.**
For all professional Physical Education activity classes. (PEP)	**Master of science in physical education.**

PUBLIC WATER SUPPLY

PWS 120 - Water Supply Operation I	**Certified public water supply operator.**

WASTE WATER TREATMENT

WWT 120 - Basic Wastewater Treatment WWT 121 - Intermediate Wastewater Treatment WWT 122 - Basic Laboratory Skills in Water and Wastewater Supply WWT 123 - Advanced Wastewater Treatment	**Class 1 certificate as a wastewater treatment operator.**

SECTION "G"

MINIMUM QUALIFICATIONS

TO TEACH

VARIOUS SUBJECT AREAS

IN

SOCIAL SCIENCES AND

PUBLIC SERVICE DIVISION

AT I.V.C.C.

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Division of Social Science and Public Service

TRANSFER COURSES

THE MAJORITY OF THE COURSES TAUGHT IN THE DIVISION ARE GENERAL EDUCATION AND TRANSFER ARTICULATED COURSES. THEREFORE, THE ADMINISTRATION AND FACULTY AGREE THAT THE MASTERS DEGREE IS THE DESIRED MINIMUM QUALIFICATION NEEDED IN THE VARIOUS DISCIPLINES TAUGHT IN THIS DIVISION.

OCCUPATIONAL PROGRAMS

THE OCCUPATIONAL PROGRAMS OF CRIMINAL JUSTICE AND EARLY CHILDHOOD EDUCATION ARE PART OF THIS DIVISION. THEY ARE "ONE INSTRUCTOR" PROGRAMS. BECAUSE THE INSTRUCTORS TEACH COURSES THAT ARE ARTICULATED FOR TRANSFER AS WELL AS COURSES THAT ARE OCCUPATIONALLY APPROVED, THE MASTERS DEGREE HAS BEEN DETERMINED TO BE THE DESIRED MINIMUM QUALIFICATION LEVEL REQUIRED FOR BOTH PROGRAMS.

SUCCESSFUL TEACHING EXPERIENCE/WORK EXPERIENCE

SUCCESSFUL TEACHING EXPERIENCE IS PREFERRED FOR PERSONS IN ALL OF THE TEACHING DISCIPLINES IN THIS DIVISION. SUCCESSFUL WORK RELATED EXPERIENCE IS ALSO REQUIRED IN THE OCCUPATIONAL PROGRAMS.

Minimum Qualifications to Teach Various Subject Areas in Division of Social Science and Public Service

ANTHROPOLOGY (Transfer) - Masters degree in sociology/anthropology or its equivalent.

CRIMINAL JUSTICE (Transfer and Non-Transfer) - Masters degree in the field or its equivalent and several years of successful work experience.

EARLY CHILDHOOD EDUCATION (Non-Transfer) - Masters degree in early childhood education or its equivalent and experience at the pre-school level.

EDUCATION (Transfer) - Masters degree in education or its equivalent and experience at several levels of education.

FIRE SCIENCE (Non-Transfer) - Illinois state certified firefighter II and several years of successful work experience.

FOOD SERVICE (Non-Transfer) - Bachelors degree in home economics or a related field. Illinois state law requires certification for those teaching FS 120.

HISTORY (Transfer) - Masters degree in the field or its equivalent.

HOME ECONOMICS (Transfer and Non-Transfer) - Masters degree in the field or its equivalent.

POLITICAL SCIENCE (Transfer and Non-Transfer) - Masters degree in the field or its equivalent.

PSYCHOLOGY (Transfer and Non-Transfer) - Masters degree in the field or its equivalent.

SOCIOLOGY (Transfer) - Masters degree in the field or its equivalent.

Minimum Qualifications By Course

ANTHROPOLOGY (TRANSFER)

ANT 100 - Introduction to Anthropology

Masters degree in sociology/ anthropology or its equivalent.

CHILD CARE (NON-TRANSFER)

ECE 120 - Introduction to Early Childhood Education
ECE 121 - Child Guidance/Child Study
ECE 122 - Infant/Toddler
ECE 123 - Creative Activities
ECE 125 - Health, Safety and Nutrition
ECE 127 - Child, Family, and Community
ECE 129 - Practicum I
ECE 205 - Exceptional Child
ECE 221 - School Age
ECE 222 - Curriculum Programming
ECE 223 - Supervision and Administration
ECE 228 - Language Arts
ECE 229 - Practicum II

Masters degree in early childhood education or its equivalent and experience at the preschool level.

CRIMINAL JUSTICE (TRANSFER)

CRJ 100 - Introduction to Criminal Justice
CRJ 103 - Juvenile Delinquency
CRJ 107 - Corrections in America
CRJ 201 - Criminal Investigation
CRJ 202 - Criminal Law
CRJ 203 - Evidence and Criminal Procedures

Masters degree in the field or its equivalent and several years of successful work experience.

Minimum Qualifications By Course

CRIMINAL JUSTICE (NON-TRANSFER)

CRJ 121 - Policing in America
CRJ 124 - Investigative Photography
CRJ 126 - Administration of Justice
CRJ 226 - Police Community Relations
CRJ 227 - Introduction to Criminalistics
CRJ 228 - Criminal Justice Internship
CRJ 229 - Criminal Justice Seminar

Masters degree in the field or its equivalent and several years of successful work experience.

EDUCATION (TRANSFER)

EDC 100 - American Public School
EDC 200 - Education Psychology
EDC 202 - Child Development and Learning

Masters degree in education or its equivalent and experience at several levels of education.

FOOD SERVICE (NON-TRANSFER)

FS 120 - Applied Food Service Sanitation

Bachelors degree in home economics or a related field. Illinois state law requires certification for those teaching FS 120.

FIRE SCIENCE (NON-TRANSFER)

Illinois state certified firefighter II and several years of successful work experience.

Minimum Qualifications By Course

HISTORY (TRANSFER)

HIS 100 - History of Western Civilization I
HIS 101 - History of Western Civilization II
HIS 103 - History of Eastern Civilization
HIS 200 - United States History to 1865
HIS 201 - United States History from 1865
HIS 202 - Latin American History
HIS 203 - Afro-American History

Masters degree in the field or its equivalent.

HOME ECONOMICS (TRANSFER)

HOM 100 - Nutrition

Masters degree in the field or its equivalent.

POLITICAL SCIENCE (TRANSFER)

PSI 100 - American National Government
PSI 102 - State and Local Government
PSI 200 - International Relations

Masters degree in the field or its equivalent.

PSYCHOLOGY (TRANSFER)

PSY 100 - General Psychology
PSY 200 - Personality and Adjustment
PSY 201 - Child Growth and Development
PSY 204 - Social Psychology
PSY 205 - Human Sexuality
PSY 206 - Abnormal Psychology

Masters degree in the field or its equivalent.

Minimum Qualifications By Course

PSYCHOLOGY (NON-TRANSFER)

PSY 220 - Human Relations in the World of Work

Masters degree in the field or its equivalent.

SOCIOLOGY (TRANSFER)

SOC 100 - Introduction to Sociology
SOC 102 - Family Living
SOC 201 - Social Problems

Masters degree in the field or its equivalent.

SECTION "H"

MINIMUM QUALIFICATIONS FOR

ACADEMIC SUPPORT PERSONNEL

AT

I.V.C.C.

1) COUNSELORS

2) ASSISTANTS TO INSTRUCTION

3) LIBRARIANS

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Minimum Qualifications Needed to Provide Academic Support Services

COUNSELORS

Masters degree in guidance and counseling, counselors education, college student personnel, or related counseling field. Experience in supervised parcticum, internships or work experience in counseling in an educational or social service agency setting.

ASSISTANTS TO INSTRUCTION

Bachelors degree in the field(s) these persons will be employed to supervise labs for is required. Teaching experience is also very desirable.

LIBRARIANS

Masters degree in library sicence (from an American Library Association (ALA) accredited school). Experience in library science work is also a requirement.

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SECTION "I"

MINIMUM QUALIFICATIONS

TO TEACH

IN OCCUPATIONAL SUBJECTS

AT THE

SHERIDAN CORRECTIONAL CENTER

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Minimum Qualifications to Teach in Occupational Subjects at the Sheridan Correctional Center Occupational Programs

There are four occupational certificate programs offered at the Sheridan Correctional Center by Illinois Valley Community College. They are: (1) basic automotive engine; (2) small engine repair; (3) food service preparation; and (4) commercial custodian.

(1) Automotive Engine Repair

The Associate degree is the desired minimum qualification needed for this program. In addition, successful work related experience and/or teaching is also required for the instructional position. The instructor teaches in both classroom and lab situations and will be evaluated in both.

(2) Small Engine Repair

The Associate degree is the desired minimum qualification needed for this program. In addition, successful work related experience with a minimum of 2000 clock hours of experience and/or teaching experience is also required for the position. The instructor teaches in both the classroom and the laboratory or shop situation and will be evaluated in both.

(3) Food Service Preparation

The Associate degree is the desired minimum qualification needed for this program. A person possessing an appropriate associate degree with food service work experience will be considered for the position. In addition, successful work related experience and/or teaching experience is also required for the position. The instructor teaches in both the classroom and the laboratory or kitchen situation and will be evaluated in both.

(4) Commercial Custodian

The Associate degree is the desired minimum qualification needed in the Commercial Custodian program. In addition, successful work related experience with a minimum of 2000 clock hours of experience and/or teaching experience is also required for the position. The instructor teaches in both the classroom and laboratory situations and will be evaluated in both.

Tenure at Sheridan

The instructors who teach in the vocational programs at Sheridan are eligible for tenure at Sheridan only. These instructors would undergo classroom and laboratory evaluations for a period of three probationary years with the possibility of receiving tenure at Sheridan starting with the fourth contract year.